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1990 U.S. HOUSE OF REPRESENTATIVES EMPLOYMENT PRACTICES:

A STUDY OF STAFF SALARY, TENURE AND DEMOGRAPHICS

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by

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and
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SUMMARY OF KEY FINDINGS

Job Tenure

- The most important trend identified in our study is that the job tenure of House personal office staff working in Washington has declined precipitously since 1987. In 1987, the average tenure in position was 3.4 years. In 1990 job tenure for Washington staff declined to 2.9 years -- an alarming 15% decline.

- 50% of all House Washington personal office staff have been in their jobs for one year or less. In particular, 52% of all Legislative Assistants, 83% of all Legislative Correspondents, 38.5% of all Legislative Directors and 30.5% of all Administrative Assistants (or Chiefs of Staff) -- all have been in their jobs for one year or less.

This trend of declining staff job tenure is nothing short of a management crisis in Congress. It means that members of the House are generally receiving essential advice and support from staff who have considerably less experience than the staff they worked with just three years ago. The trend almost certainly hampers the effectiveness of the members and the House as a whole. The House should attempt to determine the cause of this decline in job tenure and take steps to reverse this trend.

House Pay Compared to Federal and Private Sector Pay

- The average 1990 salary across all positions for House personal staff was **$29,542**, a 13.1% increase since 1987 or 4.4% per year.

- In 1990, civilian workers in the executive branch of the federal government earned on average $31,565 -- 7% more than House staff.

- Private sector workers make on average 28% more than their executive branch counterparts, or an estimated average salary of $40,403.

- The gap between federal and House pay is even greater when comparing Washington salaries. The average salary of Washington House staff is $32,297 whereas their federal government counterparts working in D.C. are making $39,472 this year -- a 22% pay differential.

Race

- Black House staff earn 89% of the pay of white House staff while Hispanic staff earn 82% of white staff pay. These differences in pay are due to the fact that black and Hispanic staff tend to be over-represented in lower paying jobs and under-represented in the higher paying positions.

- Nationally, black civilian workers make 77% of the salary of white civilian workers.

- Black House staff account for 9.4% of all House staff while nationally black civilian workers account for 10.8% of the workforce. Hispanics make up 8.2% of the U.S. population but only 3.3% of the House workforce.

- Within jobs, no differences in pay between black, Hispanic or white staff were found that can be attributed to race or ethnicity.

Gender

- Female House staff earn 81% of the pay of male House staff. In comparison, private sector female workers earn only 66% of the salary of male private sector workers. This difference in pay is due to the positions held by male and female staff. Female staff are slightly over-represented in the lower paying jobs and slightly under-represented in the higher paying jobs.

- Within jobs, the sex of staff did not significantly affect the pay of 13 of 16 staff positions. However, for three senior positions -- AA, District Director, and Press Secretary -- females did earn significantly less than male staffers with comparable experience.

- There are three females for every two males in House personal offices.

- Female staff stay in their jobs longer than male staff and have more overall congressional experience than their male counterparts in the House.

Education

- Educational achievement strongly affects the jobs staff attain and the money they receive. For example, House staff with law degrees earn $18,000 more than staff with only bachelors degrees.

- 22% more staff have a minimum of a Bachelor's degree today than staff did in 1977.

- Male staff have more educational training than female staff while minority staff have less educational training than white staff.

- Although strong educational training is important in attaining higher paying jobs, within staff positions, education does not usually affect pay. Of the eight variables tested, "years in position" had the greatest impact on the pay of staff within jobs.

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PURPOSE OF THE REPORT

The congressional staff job market is a relatively free market. Salaries of staff are largely set by supply and demand forces with very few regulations influencing the operation of the market. For example, there is no established pay scale, no job qualification requirements, and no formal candidate selection process. The only regulations of the House of Representatives labor market is an overall clerk hire budget, limits on the number of staff, a salary ceiling and a minimum wage*. Consequently, within these broad parameters salaries of House staff are usually decided by negotiations between the employer (the buyer) and the employee (the seller).

For this negotiations process to work efficiently and fairly, however, economic theory tells us that both employers and employees should be well informed about the activities and practices of the labor market. Absent this information, employers and employees will have difficulty agreeing on "fair market price" and the negotiation process will too often lead to inefficient agreements -- the overpaying of some staff and the underpaying of others. The Congressional Management Foundation produces its House and Senate personal office salary surveys for Members and staff to promote a fair and efficient labor market that enhances the morale and performance of congressional offices.

New Data Featured in the Report

This year's report delves deeper than our previous reports to provide Members and staff a more detailed picture of the pay practices in the House as well as the demographic composition of House staff.

In our 1987 House salary survey, CMF looked at the relationship between staff salaries and staff job tenure. This allowed managers to see how a single variable -- job tenure -- affects pay. Although this correlation provided offices in 1987 with important data and insights, we were aware that the picture was far from complete. In addition to time in position, many other variables clearly affect the pay of staff. Consequently, this year's survey looked at seven additional variables to paint a more complete picture of the factors that affect the pay of House personal office staff. These variables are: years in Congress, educational achievement, age, race, gender, level of responsibility, and Member seniority.

In addition to determining which demographic variables affect the pay of staff for each position, we also aggregated the salary and demographic data across all positions to provide offices important management data about staff trends within the House. For example, changes in overall staff tenure, the impact of Member seniority on staff salaries, the impact of education on pay, and differences in average tenure between males and females are just a sampling of the new data presented in this year's report.

For the first time, the 1990 report also provides aggregate data on office-wide employment practices and budgets which we believe will help individual offices compare their practices to the office-wide norms.

A Cautionary Note. This year's report goes a long way toward describing the pay practices of House personal offices. The data, however, should be used as a tool to help offices better understand the general pay practices of the House rather than strict parameters governing pay. We cannot measure <u>all</u> relevant and legitimate factors that affect the pay of staff. The actual salary setting process should consider a range of other possible factors. Variables such as, staff performance, staff loyalty, office staff size, and even district office rent (which can reduce the salary flexibility of an office), also must be considered.

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* 1990 clerk hire budget is $441,120; offices are allowed 18 permanent (full-time) staff and four non-permanent (part-time) staff; the salary ceiling is $90,804; and the minimum wage is $3.85 per hour.

ANALYSIS OF SAMPLE

Sample Size of Data Base

A survey was sent to all 435 House of Representative personal offices. 215 or 49.4% of the House of Representatives offices completed the survey. 212 were received prior to the deadline. Only those surveys received prior to the deadline were used in the data analysis. Thus, the data presented is based on a sample of 212 surveys or 48.7% of the House of Representatives. Overall, these 212 responses provided CMF with demographic and salary information for 2,992 House staff.

Analysis of Responses by Political Party

Number of Democratic offices: 111
Number of Republican offices: 95
Unknown: 6

Overall in the House of Representatives 60% of the personal offices are Democratic while 40% are Republican. Our sample includes 52.4% Democratic offices and 44.8% Republican offices. This sample is slightly over-representative of Republican offices but generally reflects the breakdown of Democratic and Republican offices.

Analysis of Responses by Member Tenure

Member terms	Responses %	Actual %
1 - 3	32.2%	28%
4 - 6	45.6%	38%
7 - 9	13.0%	20%
10 - +	9.2%	14%

The breakdown of our sample by Member tenure closely parallels the seniority breakdown of the 101st Congress.

Analysis of Responses by Region

Region	Responses %	Actual %
South	26.9%	26.6%
Mid Atlantic	15.6%	16.6%
Pacific Coast	14.4%	14.0%
Mid West	12.5%	18.4%
Rocky Mount.	8.3%	5.5%
Border	6.1%	7.0%
Plains	5.0%	5.5%
New England	4.3%	5.5%
Unknown	6.9%	

A review of the responses by region shows that our sample very closely parallels the actual breakdown of offices by region.

Conclusion

The CMF sample accurately reflects the actual make-up of the House of Representatives demonstrating the validity of the sample and the data reported.

AGGREGATE DATA

Methodology

In preparing this section of the report, we aggregated the individual salary and demographic data reported of nearly 3,000 staff in order to better understand the demographic composition, pay and overall employment trends of House staff.

In addition to reporting general aggregate data (e.g. average salaries, average age, overall educational experience), we wanted to explore in greater depth the relationship between, for example: education and salary; staff tenure and organizational structure; age and Member seniority; or the affects of region on salary. To conduct these cross-tabulations, we asked offices in our survey to describe their staff according to seven demographic variables: age, gender, education, race, tenure in position, and overall tenure in Congress and level of job responsibility (referred to as "strength of match"). These individual staff demographic variables were then cross-tabulated by region, Member seniority (or tenure), Member party affiliation, and organizational structure of office.* In this study we have included those analyses that we believe were the most meaningful and will provide offices the most useful management data.

The findings presented in this portion of the report are divided into three sections:

1) Aggregate Demographic Information

2) Aggregate Salary Information

3) Office Data

In addition, much of the following aggregate data is presented in three categories: Washington staff, district staff, and "total" -- the combination of both staffs. We believe these breakdowns help in understanding the source of trends, and convey differences in demographics, hiring practices and salaries between Washington and District staff.

Finally, in this section, we have compared some of the 1990 data we collected with two other reports: the Congressional Management Foundation "1987 U.S. House of Representatives Job Description, Salary and Staff Benefits Survey" and the "1978 Communication from the Chairman, Commission on Administrative Review", better known as the Obey Commission Report.

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* See p.4 of survey in appendix of this report for diagrams of the organizational structure charts considered in this report.

AGGREGATE DEMOGRAPHIC INFORMATION

Average Age of Staff

	Total	Washington	District
Mean:	34.8	31.4	39.8

The average age of federal civilian employees is 42.1 years* or 7 years older than the House average.

Staff in the Washington office are eight years younger on average than staff in the district offices.

Staff of Democratic Members are 35.1 years old, slightly older than the average Republican staff (34.4).

Age by Member Terms

Terms	Average Age
1 - 3	34.1
4 - 6	34.2
7 - 9	36.1
10 +	38.0

As Member terms increase so does average age of staff.

Age Comparison with Obey Commission Report

	1990	1977
19 or younger	0.1%	0.8%
20 to 29	43.2%	40.0%
30 to 39	22.9%	28.7%
40 to 49	17.9%	13.7%
50 to 59	9.6%	11.7%
60 to 69	3.3%	3.4%
70 or older	0.3%	0.5%
No Answer	2.7%	1.2%

In general, the age of House staff has changed only marginally over the past 13 years when the Obey Commission collected its data on House staff.

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* Office of Personnel Management, "Profile of the 'Typical' Federal Civilian Employee (1989)

Educational Achievement of Staff

	1977	1990 Total	1990 Washington	1990 District
High School	13.0%	8.2%	3.3%	15.4%
Some College	25.8%	13.1%	8.1%	20.4%
Bachelor Degree	41.1%	63.0%	70.9%	52.0%
Masters Degree		8.0%	10.7%	4.0%
Law Degree		3.7%	5.4%	1.2%
Doctorate Degree		0.9%	1.2%	0.5%
Total Grad. Degree	19.7%	12.6%	17.3%	5.7%
Unknown	0.4%	2.0%	0.3%	4.6%

The majority of the (1990) staff are well educated with 76% having a minimum of a Bachelors Degree and 13% holding advanced degrees.

The educational training of staff has generally improved since 1977. The number of staff with Bachelor's degrees has increased by 22% over the past 13 years while the number of staff without college degrees has declined 18%. However, the number of staff with graduate degrees has declined 7%. since 1977.

In addition, the 1990 Washington staff have greater educational training than district staff. More Washington staff have college and graduate degrees and fewer Washington staff have only high school degrees.

STAFF TENURE

Staff Tenure in Position:*

	Total	Washington	District
1990 Mean:	3.5	2.9	4.4
1987 Mean:	3.7	3.4	4.2

Overall, average job tenure has changed only marginally since 1987. However, there has been a 15% decline in Washington staff job tenure over the past three years. CMF's study did not investigate the underlying causes of this alarming decline in job tenure of Washington staff, but clearly further analysis of this trend is necessary.

The problem of declining job tenure did not affect district staff who stay in their jobs considerably longer than Washington staff and experienced a slight increase in average job tenure since 1987. This disparity between Washington and district staff tenure holds true across all the regions of the country. The disparity may be due to greater mobility amongst Washington staff either within the same office or within Congress.

Staff Tenure in Congress

	Total	Washington	District
Mean:	5.1	5.0	5.2

The average staff tenure in Congress data includes average staff tenure in position data plus previous congressional experience. On average, House staff have approximately 2 years previous experience before beginning their present jobs. Interestingly, although district staff stay in their jobs considerably longer, there is a negligible difference in overall congressional experience between Washington and district staff. This suggests that district staff tend to stop working in Congress after their first job while Washington staff tend to work in more than one congressional job. Put another way, for Washington staff, total average years in Congress is almost 75% higher than average years in position. But for district staff, total average years in Congress is only 25% higher than average years in position.

In contrast, federal civilian employees have an average tenure in the federal government of 13.2 years.**

Percent of Staff with Less Than 1 and 2 Years Experience

	≤1 yr. position	≤2 yrs. position	≤1 yr. Congress	≤2 yrs. Congress
Washington Positions				
Administrative Assistant	30.5	42.9	7.2	12.0
Legislative Director	38.5	53.8	5.7	11.3
Legislative Assistant	51.9	72.5	32.3	50.3
Legislative Correspondent/ Research Assistant	83.3	90.8	68.5	83.5
Press Secretary	50.0	69.0	32.1	48.1
Executive Assistant/ Scheduler	36.8	49.4	20.9	31.4
Office Manager	39.1	55.1	23.2	30.4
Receptionist	81.2	92.4	77.5	89.9
Systems Manager/ Mail Manager	47.6	66.7	30.1	47.0
Computer Operator	47.4	60.5	36.8	50.0
Washington Caseworker	28.6	46.4	21.4	32.1
District Positions				
District Director	24.9	31.2	10.1	15.3
District Aide/ Field Representative	28.5	41.1	25.4	35.1
District Caseworker	28.3	45.4	22.8	38.2
District Secretary/ Clerk	31.4	50.0	29.7	47.5
Appointment Secretary/ Scheduler	26.6	40.6	23.4	39.1

The average job tenure data, while troubling, in many cases actually belies the magnitude of the turnover problem in the House. A breakdown of the percentage of staff who have been in their jobs for one year or less or two years or less reveals more clearly the extent of the turnover problem. For example, 73% of all LAs have been in their jobs for two years or less. And to make matters worse, LAs have very little previous experience in Congress prior to beginning their work as LAs. 50% have two years or less <u>total</u> Hill experience. In addition, 83% of all LCs and 81% of all Receptionists have been in their jobs for one year or less. And the turnover problem appears to be worsening. The percentage of LAs, LCs, and Receptionists, for example, who served in position for one year or less in 1987 was 41%, 71% and 73% respectively.

The problem, unfortunately, is not confined to junior staff. Nearly a third (31%) of all AAs in Congress have been in their position for one year or less. Additionally, over a third of LDs (39%) have been in their positions for one year or less while over a half (54%) have been in their positions for two years or less.

In contrast to Washington staff, fewer district staff have been in their jobs for one year or less. For example, only 25% of District Directors and 28% of District Caseworkers have been in their position one year or less.

Staff with Less Than 5 Years In Position

	≤1 yr. position	≤2 yr. position	≤3 yr. position	≤4 yr. position	≤5 yr. position
Total	41.2	56.5	68.7	74.4	80.3
Washington	50.0	66.0	76.7	81.3	86.1
District	28.1	42.6	56.8	64.1	71.8

One-half of all Washington personal office staff have been in their jobs for one year or less. Thus, even though the average job tenure is 2.9 years, this average does not fully convey the numbers of staff with minimal experience in their jobs. In comparison, 28% of district staff have been in their positions for one year or less.

Staff with Less Than 5 Years In Congress

	≤1 yr. Congress	≤2 yr. Congress	≤3 yr. Congress	≤4 yr. Congress	≤5 yr. Congress
Total	28.0	41.0	54.3	61.0	68.3
Washington	32.1	45.1	57.6	63.6	70.1
District	22.1	35.1	49.5	57.2	65.7

32% of all Washington personal office staff have been in Congress for one year or less while 70% have five years or less experience. As in the previous job tenure chart, district offices tend to have fewer staff with two years or less overall congressional experience than do Washington staff.

Tenure by Region

	Years in Position			Years in Congress		
	Total	Wash.	Dist.	Total	Wash.	Dist.
Border	4.8	3.3	6.9	6.1	5.2	7.4
Plains	3.8	3.4	4.6	5.3	5.2	5.5
Pacific Coast	3.4	2.9	4.3	5.1	5.4	4.7
Mid Atlantic	3.5	2.9	4.2	4.9	4.9	4.8
Mid West	3.5	3.3	4.1	5.5	5.8	4.8
South	3.3	2.7	4.1	5.1	4.9	5.4
Rocky Mount.	3.3	2.5	4.4	4.7	4.2	5.4
New England	3.1	2.3	4.1	4.1	3.8	4.5

Of all the regions, Border staff stay in their jobs and in Congress longer, on average, than any other region. The New England staff have the shortest job tenure or highest turnover.

Tenure by Member Terms in Office

Terms	Years in Position	Years in Congress
1 - 3	2.1	3.8
4 - 6	3.5	4.9
7 - 9	5.1	6.7
10 +	6.1	8.3

As Member tenure increases, the number of years staff stay in their jobs and total congressional experience of staff increases. This trend is expected. The newer the Member, the shorter amount of time exists for staff to spend in their position and the less congressional experience they have acquired. This trend also holds true for both the Washington and District staff.

Tenure in Position by Office Organizational Structure

	Total	Washington	District
Wash. staff report to AA; Dist. staff report to DD	4.1	3.1	5.5
All staff report to AA	3.3	2.8	3.9
Junior staff report to Senior Staff	3.5	2.9	4.4
All staff report to Member	3.8	3.1	4.8

In the organizational structure where district staff report to a Washington AA versus a District Director, there is a markediy lower average tenure of district staff or a higher turnover. In contrast, in those offices where district staff report directly to the District Director, the turnover is lower. (For diagrams of different organizational structures included in our survey, turn to p.4 of the survey in the appendix of the report.)

Tenure by Party

	Average Tenure in Position	Average Tenure in Congress
Democrat	3.6	5.2
Republican	3.4	5.0

Democratic and Republican staff have virtually the same level of experience in position and in Congress.

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* In this tenure section, staff who were listed as in their jobs for less than one year were recorded as in their position for one year. This was done in order to remain consistent with the rounding practices followed in CMF's 1987 report. However, rounding to one year slightly inflates the average tenure data reported. Thus, the average tenure of staff data is actually slightly less than what is reported in our study.

** Office of Personnel Management, "Profile of the 'Typical' Federal Civilian Employee (1989)

GENDER

In this section of the report, we compare the percentage of male and female staff, their relative experience, and differences in educational training. (Beginning on p. 18 we compare the pay of male and female staff.)

Percentage of Males and Females

	Total	Washington	District
Female:	60.5%	54.1%	70.0%
Male:	38.1%	44.9%	28.2%

There are more female staff than male staff. This difference in the ratio of women to men is most pronounced in the district offices.

Average Years in Position

	Total	Washington	District
Male	3.0	2.7	3.8
Female	3.8	3.1	4.6

Female staff stay in their position longer than male staff. Overall, average female job tenure is 27% longer than average male job tenure. This trend of longer female job tenure holds true for both Washington and District staff.

Average Years in Congress

	Total	Washington	District
Male	4.4	4.4	4.5
Female	5.5	5.5	5.5

Female staff have greater overall congressional experience than male staff. The total average years in Congress for female staff is 25% greater than male staff. This trend holds true for both District and Washington staff.

Education by Gender

	Total		Washington		District	
	Male	Female	Male	Female	Male	Female
High School	2.0%	12.3%	0.6%	5.5%	5.3%	20.0%
Some College	6.0%	17.8%	2.3%	13.2%	14.8%	23.1%
Bachelor Degree	69.6%	59.8%	71.0%	70.5%	66.3%	47.5%
Masters Degree	12.0%	5.6%	13.9%	8.1%	7.4%	2.8%
Law Degree	7.2%	1.6%	9.3%	2.3%	2.4%	0.7%
Doctorate Degree	2.1%	0.2%	2.5%	0.2%	1.2%	0.2%
			0.4%	0.2%	2.7%	5.6%

Male staff have more years of education than female staff. Almost a third of female staff (30%) have not received college degrees while only a small portion of males (8%) do not have college degrees. Most of this difference is explained by the large percentage of district female staff who do not have college degrees (43%). Slightly more men than women overall have Bachelor Degrees but the proportion of males and females with a minimum of a Bachelors Degree is virtually identical among Washington staff (71.0% vs 70.5%). Finally, the percentage of male staff with graduate degrees is three times greater than the percent of females with graduate degrees (21% vs. 7%).

RACE

In this section of the report, we compare staff employment, educational training, and job tenure by race or ethnicity. Offices were surveyed as to staff membership in the following ethnic groups: Black, White, Hispanic, Asian or Pacific Islander, Native American and other. Because there were very few House employees who belonged to racial groups other than Black, White or Hispanic, we make reference only to these racial groups and include all other minority staff in the "catch-all" group titled "Other."* Beginning on p. 20 we compare the pay of staff on the basis of race.

Percentage of Staff by Race

	1990	1977
Black	9.4%	7.0%
White	86.2%	88.0%
Hispanic	3.3%	not reported
Other	1.1%	< 5.0% ("Less than 5%")

9.4% of House personal office staff are black. Overall, blacks or African Americans makeup 10.8% of the civilian workforce.**

Hispanics comprise 3.3% of House staff. In comparison, Hispanics represent 8.2% of the U.S. population.***

Comparing 1977 Obey Commission data with CMF's 1990 survey, we find that there has been a slight increase in the number of black staff. (Hispanic data was not reported in 1977.) Also, black and Hispanic House staff members are more likely to be female than white staff members.

Education for All Positions by Race

	Black	White	Hispanic	Other
High School	10.4%	7.9%	13.7%	6.3%
Some College	22.7%	11.8%	23.2%	15.6%
Bachelor Degree	48.7%	65.8%	49.5%	53.1%
Masters Degree	9.5%	7.9%	6.3%	12.5%
Law Degree	3.3%	3.8%	3.2%	6.3%
Doctorate Degree	0.7%	1.0%	1.0%	0.0%
Total Grad Degree	13.5%	12.7%	10.5%	18.8%
Don't know	4.7%	1.8%	3.1%	6.2%

There are educational differences among staff when compared by race or ethnic background. Overall, white staff have greater educational training than minority staff.

Average Years in Position by Race

Black	4.0
White	3.5
Hispanic	2.8
Other	3.6

Black staff tend to stay in their jobs somewhat longer than white or Hispanic staff.

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* Mean differences between racial groups were tested using an analysis of variance or ANOVA procedure.

** "Quarterly Economic Report on the African American Worker," National Urban League Research Department, Report 24 (May 1990)

*** "Current Population Survey," U.S. Census Bureau, March 1989

AGGREGATE AVERAGE SALARY INFORMATION

Average Salary for All Positions Compared to 1987 CMF Study:

	Total	Washington	District
Average Salary 1990:	$29,542	$32,297	$25,484
Average Salary 1987:	$26,118	(Data not available)	
Difference:	$3,424		
Percentage increase:	13.1%		
Average annual rate of increase:	4.4%		

Cost of Living Adjustments:

1990:	3.6%
1989:	4.1%
1988:	2.0%
Total:	9.7%

Over the past three years the overall average salary has increased by 13.1%. This increase is higher than the cost of living adjustments passed on to House offices for that same period of time. This data suggests that clerk hire accounts have not kept pace with upward pressures on staff pay. Consequently, Members seem to be either using other available congressional funds to supplement their clerk hire accounts or marginally reducing staff size in order to meet salary demands. (As seen in the "Office Data" section, overall staff size has declined from 14.3 per office in 1987 to 14.1 today.)

In comparison, in 1990 civilian workers in the executive branch of the federal government earned on average $31,565* -- 7% more than House staff. Private sector workers make on average 28%** more than their executive branch counterparts, or an estimated average salary of $40,403.

The gap between federal and House pay is even greater when comparing Washington salaries. The average salary of Washington House staff is $32,297 whereas their federal government counterparts working in D.C. are making $39,472 this year -- a 22% pay differential.

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* "Profile of the 'Typical' Federal Employee", Office of Personnel Management, (March 31, 1990).

** "Comparability of the Federal Statutory Pay Systems With Private Enterprise Pay Rates", Annual Report of the President's Pay Agent 1990.

Average Salary for All Positions by Member Party

	Total	Washington	District
Democrats	$29,300	$32,000	$25,400
Republicans	$29,800	$32,600	$25,600

On average, Republican staff earn slightly more per year than Democratic staff. Most of the difference can be accounted for by the $600 average difference in pay of the Washington staff.

Average Salary for All Positions by Region

	Total	Washington	District
Plains	$31,198	$33,972	$26,318
New England	$30,618	$32,372	$28,291
Pacific Coast	$30,068	$33,072	$25,624
Mid West	$30,036	$32,615	$25,744
Border	$29,362	$31,750	$26,148
Mid Atlantic	$29,260	$31,965	$25,456
South	$29,121	$32,494	$24,395
Rocky Mount.	$28,779	$30,344	$26,502

There is considerable variance in average staff salaries between the geographic regions. Overall, staff from the Plains states receive the highest average salary ($31,198) while staff from the Rocky Mountain states receive the lowest average salary ($28,779). This reflects an 8.4% difference in the average pay of staff from these regions. It appears that district staff salaries may be affected by the regional variances in average cost of living, but CMF was not able to obtain regional cost of living data necessary to draw any conclusions about the impact of cost of living on average district staff salaries.

Average Salary for All Positions by Member Terms

Terms	Averages
1 - 3	$28,422
4 - 6	$29,172
7 - 9	$31,725
10 - +	$32,179

As Member tenure increases staff salary tends to increases. This is probably due to the fact that Members with longer tenure have staff with longer average tenure and more overall congressional experience resulting in higher paid staff.

Average Salary for All Positions by Education

High school	$24,416
Some College	$28,089
Bachelor Degree	$28,057
Masters Degree	$40,466
Law Degree	$45,992
Doctorate Degree	$48,530

As educational achievement increases average salaries of staff tend to also increase. For example, staff with Bachelors Degrees earn on average $3,641 more than staff with high school degrees, while staff with Doctoral Degrees earn $20,473 more than staff with Bachelor Degrees. These large pay differentials are largely due to differences in the jobs held by staff with varying educational backgrounds. That is, the highest paying jobs tend to be filled by staff with strong educational backgrounds while lower paying positions tend to filled by staff with less educational training.

It is important to note, however, that within jobs educational achievement does not affect pay in most House personal office jobs. In other words, education seems to qualify staff for better paying jobs, but once hired, educational achievement does not have a strong impact on the salaries staff ultimately receive during their job tenure. AAs with PhDs, for example, tend not to make more than AAs with Bachelors Degrees. (See "Individual Job Analysis" section for further information on impact of education on pay for each job.)

Average Salary for All Positions by Gender

	Total	Washington	District
Male	$33,547	$35,469	$29,074
Female	$27,070	$29,678	$24,098

On average, female House staff earn 81% of the pay of male House staff. In comparison, according to the U.S. Bureau of Labor Statistics, female federal civilian employees earn only 70% of the salary of male federal employees. In addition, according to the U.S. Census Bureau, private sector female workers make only 66% of the salary of male private sector workers. In other words, there is greater parity in pay between male and female House staff than exists in the federal executive branch or the private sector.

The 19% difference in average pay between male and female House staff, is largely explained by the differences in the positions held by male versus female staff. As is seen in the

following chart, female staff are somewhat over-represented in the lower paying jobs and under-represented in the highest paying jobs. In the middle level jobs (paying $25-$45,000 salaries), there is virtually no difference in the distribution of male and female staff.

Salary Ranges by Gender

	Annual Salary 1990	Percent Male	Female
1)	0-14.9	1.8%	3.6%
2)	15-19.9	16.7%	22.7%
3)	20-24.9	18.8%	25.1%
4)	25-29.9	16.0%	17.9%
5)	30-34.9	11.7%	11.3%
6)	35-39.9	7.2%	7.2%
7)	40-44.9	6.3%	3.9%
8)	45-49.9	3.5%	2.5%
9)	50-54.9	3.6%	1.7%
10)	55-59.9	3.5%	1.4%
11)	60-64.9	3.3%	1.0%
12)	65 +	7.3%	1.3%
	Unknown	0.2%	0.4%

Difference in Pay Within Jobs by Gender

Differences in average overall pay, however, does not by itself demonstrate that women are paid less than men within the same jobs. To determine if sex has a unique or independent impact on pay within jobs, we controlled for the effects of all the other variables we measured (e.g. age, education, years in position). We found that in 13 of 16 positions, gender did not uniquely affect pay. That is, female staff with comparable experience and training did not earn significantly less than their male counterparts. However, for three positions -- AA, District Director, and Press Secretary -- we found that gender did have a strong and statistically significant impact on pay that could not be explained by any other variable.

Average Salary for All Positions by Race

White	$29,998
Black	$26,744
Hispanic	$24,725

On average, black House staff earn 89% of the pay of white House staff while Hispanic staff earn 82% of the salaries of white staff. These differences in average salary are largely due to differences in positions held by minority as compared to white staff. For example, minorities make up only 9% of all AAs and District Directors -- the two highest paying jobs. However, in contrast, minorities hold 32% of all Computer Operator positions and 27% of all District Office Secretary positions.

Nationally, black workers on average make 77%* of the pay of white workers. Thus, black staff in Congress receive a higher proportional salary than do black workers in the overall workforce.

Differences in Pay Within Jobs by Race

Differences in average overall pay does not demonstrate that minority staff are paid less than white staff within the same jobs. To determine if race or ethnicity has a unique or independent impact on pay within jobs, we controlled for the effects of all the other variables we measured (e.g. education, age, years in position). We found that there are no statistically significant differences in the pay of minorities within jobs. That is, when controlling for the effects of all other variables, we do not see statistically significant differences in salaries between salaries earned by blacks, whites and Hispanics.

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* "Quarterly Economic Report on the African American Worker," National Urban League Research Department, Report 24 (May 1990)

OFFICE DATA

Average Number of Staff Per Office

	Total	Washington	District
1990	14.1	8.3	6.2
1987	14.3	8.7	5.6

The overall size of office staffs has declined slightly over the past three years. This may be due to increasing pay pressures that have led some offices to reduce staff to meet salary demands. The maximum allowable is 18 permanent staff and 4 non-permanent staff.

Office staff size does not vary significantly by region (e.g. South vs. Mid West), by party (e.g. Democrats vs. Republicans), by seniority of Member (e.g. number of terms served), or by organizational structure.

Number of District Offices

On average, each Member has **2.3 district offices** and **6 staff** people working in their district offices.

The number of district offices does not vary by region (e.g. South vs. Mid West), party (e.g. Democrats vs. Republicans), by seniority of Member (e.g. number of terms served), or by organizational structure.

Number of District Offices by District Composition

Rural	2.9
Mixed	2.6
Suburban	2.0
Small Urban	2.0
Large Urban	1.6

In the survey, CMF asked offices to report the composition of their districts as either: large urban (over 500,000 pop.), small urban (under 500,000 pop.), suburban, rural, or mixed. The analysis found that composition of the district (or district type) affects the number of district offices operated.

Percent of Offices Using Different Organizational Structures

All Staff report to AA	44.3%
Wash. Staff Report to AA; Dist. Staff Report to DD	21.0%
Junior Staff Report to Senior Staff	20.1%
All Staff Report to Member	7.3%
Other	7.3%

The majority of offices are structured in such a way that all staff report to the AA who in turn reports to the Member. (See page 4 on the survey in appendix for graphs of the organizational charts.) Interestingly, as we saw on page 17, offices following this organizational structure have the lowest overall average job tenure. The low average tenure figure is primarily due to the high turnover of district staff in offices. Consequently, offices that have district staff reporting to the Washington AA should recognize that this centralized organizational structure is related to increased district staff turnover.

Average Total Salaries Per Office

On average offices spend $421,437 on salaries for their staff. This figure is approximately $20,000 below the 1990 clerk hire budget of $441,120 alloted to each House office. It is also below the 1989 clerk hire budget of $431,760.

Average Total Salaries Per Office by Member Party Affiliation

Democrats:	$418,257
Republican:	$425,901

Given that average staff salaries of Republicans was slightly greater than that of Democrats, it is not surprising that the total average salary of Republican offices is also slightly higher than the total average salary for Democratic offices. The $7,644 or 2% difference, however, is negligible.

Average Total Salaries Per Office by Region

Border	$453,783*
New England	$446,663
Plains	$431,891
South	$429,118
Mid West	$418,107
Pacific Coast	$416,590
Mid Atlantic	$409,899
Rocky Mount	$406,501

Interestingly, average total office salary does not parallel the regional breakdowns for average staff salary. For example, although offices in the Border region only pay the 5th highest average staff salary ($29,362) they have the highest average office budget ($453,783). (This disparity may be due to differences in staff size or the differences in transferring of funds between Clerk-Hire and the Official Expenses accounts.)

Average Total Salaries Per Office by Member Terms

Terms	Average Salary
1 - 3	$402,831
4 - 6	$422,047
7 - 9	$427,161
10 +	$432,804

The number of terms Members serve in Congress has an impact on the average total salaries of House offices. First and second term Members spend, on average, $19,216 less than do 4-6 term Members who, in turn, spend $10,757 less than Members who have served 10 or more terms.

A likely explanation of this disparity in offices is that senior Members generally have more experienced and older staff and compensate accordingly.

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* Two of the regions had average office salaries above the clerk hire budget of $441,120. This likely reflects office budgets that have been supplemented by committee funds that pay for committee work done by personal staff or transfers from other available office accounts.

INDIVIDUAL JOB ANALYSIS

Methodology

In this section of the report, we provide an in-depth analysis of 16 House personal office staff positions. In our position analysis, we attempted to accomplish three primary objectives:

1) To describe the demographic make-up of the staffers who work in each of these jobs.

2) To determine the average 1990 salaries, changes in salary since 1987, and the salary distribution of staff within each position.

3) To determine which factors or variables affect the pay of staff for each position.

The first two objectives were easily accomplished by simple calculations. Determining which of seven possible factors influenced the pay of staff, however, required much more sophisticated analyses.

For each position, we used a statistical procedure called multiple regression analysis to determine which of seven variables had a strong effect on the salary of that job. The variables measured were:

1) years in position *

2) previous years in Congress

3) educational achievement

4) age

5) gender

6) Member's tenure (or seniority)

7) level of responsibility
(referred to as "strength of job match")

Regression analysis allowed us to determine the unique or independent contribution of each variable by controlling for the effects of all other variables. For example, when measuring the impact of years in position on salary, we held the other six variables constant so that differences in age or previous years in Congress did not enter into our measurement. Using this analysis, we were able to identify which variables were strong and unique predictors of pay.** In other words, if for a particular job we state that education is a **significant and strong predictor of pay**, we know that this variable, by itself, affects the pay of that job in a unique way.

In a separate analysis, we were able to determine the unique effects of **race on salary** for each position. We used an analysis of covariance (ANCOVA) procedure to test average differences in salary by racial group membership. This test allowed us to determine the impact race has on pay when controlling for the effects of the other seven variables. Because our results indicated that race or ethnicity was not a strong predictor of pay for any of the 16 positions, the race variable is not discussed in the following 16 position analyses.

Using the Predictors of Pay Data

The variables that are found to strongly and significantly affect pay is descriptive data. It describes "what is" or the current situation when this survey data was gathered in the Spring of 1990. It is not describing what variables offices should use in determining the pay of staff. For example, just because education does not turn out to affect pay for a particular job does not mean that offices should not make educational achievement a prime salary consideration for that job. In short, pay policies of individual office are discretionary and appropriately so. This data should be used as a guide to assist offices to understand and evaluate general pay practices in the House. It should not be used as a yardstick by which individual salary decisions should be strictly measured.

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* In this section of the report, staff who were reported to be in their jobs and/or in Congress "for less than one year" we recorded as 0 years. In the previous "Aggregate Demographic Data" section, we recorded these staff as having served one year in position or Congress. This difference in rounding practice was necessary to maintain consistency with CMF's 1987 salary report.

** To be included as a "strong and significant predictor of pay," each variable analyzed had to meet two tests. Its parameter estimate had to be significant at the .05 level; and its partial correlation had to be greater than 0.2236. Thus, each variable included as a strong and significant predictor of pay accounted for at least 5.0% of the variance in salary when controlling for the effects of the other six variables in both the independent and dependent variable. For reporting purposes, the squared semipartial correlation is given to describe the amount of variance uniquely contributed by each variable.

AVERAGE SALARY FOR ALL JOBS

	Average Salary	% change from 1987
Administrative Assistant	$62,975	14.2%
District Director	$42,126	18.3%
Legislative Director	$41,342	13.0%
Press Secretary	$34,455	18.8%
Executive Assistant/ Scheduler	$32,420	N A
Office Manager	$29,950	15.6%
Washington Caseworker	$28,509	15.4%
Legislative Assistant	$27,038	13.6%
District Aide/ Field Representative	$26,865	17.8%
District Appointment Secretary/ Scheduler	$23,903	N A
Systems Manager/ Mail Manager	$23,799	14.4%
District Caseworker	$21,513	10.9%
Computer Operator	$20,816	7.3%
Legislative Correspondent/ Research Assistant	$19,765	8.3%
Receptionist	$18,932	18.3%
District Office Secretary/ Clerk	$17,956	15.1%

TENURE IN POSITION / TENURE IN CONGRESS

	Average Years in Position	Average Years in Congress
District Director	5.5	7.5
Washington Caseworker	4.7	8.3
Administrative Assistant	4.5	9.5
District Aide/ Field Representative	4.5	4.7
District Appointment Secretary/ Scheduler	4.2	4.7
District Caseworker	4.1	4.8
Executive Assistant/ Scheduler	4.1	7.8
Office Manager	4.1	7.7
District Office Secretary/ Clerk	3.8	4.0
Legislative Director	3.3	6.6
Systems Manager/ Mail Manager	3.0	5.5
Computer Operator	2.8	4.9
Press Secretary/ Communications Director	2.4	3.5
Legislative Assistant	2.2	3.3
Receptionist	1.5	1.9
Legislative Correspondent/ Research Assistant	1.6	2.4

ADMINISTRATIVE ASSISTANT

Top staff person responsible for overall office functions, supervision of staff and budget, advising Member on political matters.

AVERAGE AGE: 38.0

AVERAGE YEARS IN POSITION:	1990	1987
	4.5	5.5

AVERAGE YEARS IN CONGRESS: 9.5

GENDER:	
Male	70.1%
Female	29.9%

EDUCATION:	
High school	1.4%
Some College	7.7%
Bachelor Degree	43.5%
Masters Degree	26.8%
Law Degree	16.3%
Doctorate Degree	4.3%
Unknown	0.0%

RACE:	
Black	4.9%
White	90.7%
Hispanic	1.5%
Other	2.9%

		SALARIES BY PERCENTILES
		90% - $81,000
		80% - $75,000
AVERAGE SALARY 1990:	$62,975	70% - $70,000
AVERAGE SALARY 1987:	$55,140	60% - $66,832
		50% - $62,000
PERCENTAGE INCREASE:	14.2%	
		40% - $60,000
AVERAGE ANNUAL INCREASE:	4.7%	30% - $55,000
		20% - $53,000
		10% - $48,000

Using Percentiles. 60% of all AAs earn within the range of the 20th and 80th percentiles or between $53,000 and $75,000. An AA making $60,000 is at the 40th percentile. That is, this staffer earns more than 40% of all AAs.

(number of cases = 212)

ADMINISTRATIVE ASSISTANT

Virtually every office reported employing an Administrative Assistant (AA). Of Washington staff, this group constitutes 7% of the population or the second largest job group. Only Legislative Assistants are larger (17%).

AAs have experienced an 18% decline in average job tenure in position since 1987. However, AAs have the greatest experience in Congress of all House staff with an average of 9.5 years.

AAs are the best educated group with 91% having a minimum of a Bachelors Degree and 47% having a graduate degree.

Among the Washington staff, AAs are the oldest. They are six years older than the Washington staff average. Only District Directors are older on average than AAs.

Three variables were found to be strong predictors of pay for the AA job.* That is, when controlling for the effects of all other variables we measured, these variables strongly and significantly affect the pay of AAs. **Years in position** clearly has the greatest impact on the pay of AAs. That is, AAs tend to earn more money for each additional year they have served in their present job.

Gender and **age** also affect pay in this job. That is, when holding all other measured variables constant, male AAs tend to earn more than female AAs and older AAs earn more than younger AAs.

The other four variables analyzed -- education, previous congressional experience, job match, and Member's term -- did not prove to be strong predictors of pay for this job.

* Overall, our seven predictors of pay accounted for 35% of the variance in salaries for this job ($R = .59$, $F = 15.3$, $P < .0001$). Years in position, gender and age uniquely accounted for 11%, 4% and 3% of the variance, respectively.

LEGISLATIVE DIRECTOR

Directs the legislative staff or serves as a resource person for other Legislative Assistants. Responsible for briefing Member on votes and hearings, preparing legislation, speeches, and Record statements, and supervising the answering of constituent mail.

AVERAGE AGE: 32

AVERAGE YEARS IN POSITION:	1990	1987
	3.3	4.1

AVERAGE YEARS IN CONGRESS: 6.6

GENDER	
Male	56.7%
Female	43.3%

EDUCATION:	
High School	1.4%
Some College	0.7%
Bachelor Degree	57.4%
Masters Degree	21.3%
Law Degree	17.0%
Doctorate Degree	2.1%
Unknown	0.1%

RACE:	
Black	5.8%
White	94.2%
Hispanic	0.0%
Other	0.0%

		SALARIES BY PERCENTILES
		90% - $55,000
		80% - $48,000
AVERAGE SALARY 1990:	$41,342	70% - $45,000
AVERAGE SALARY 1987:	$36,600	60% - $42,000
		50% - $40,000
PERCENTAGE INCREASE:	13.0%	
		40% - $37,000
AVERAGE ANNUAL INCREASE:	4.3%	30% - $35,000
		20% - $33,000
		10% - $30,000

Using percentiles. 60% of all LDs earn within the range of the 20th and 80th percentiles or between $33,000 and $48,000. An LD making $37,000 is at the 40th percentile. That is, this staffer earns more than 40% of all LDs.

(number of cases = 143)

LEGISLATIVE DIRECTOR

In 1990, 67% of the offices reported employing a Legislative Director, as opposed to 77% in 1987. For those offices who do not employ an LD the responsibilities are commonly delegated to either the AA or a Senior Legislative Assistant.

LDs have experienced the largest overall decline in job tenure of all House positions. Since 1987, the average LD tenure in position dropped 20%.

LDs are the third highest paid group of all staff, interestingly. This group has the highest percentage of people with law degrees (17%).

There are slightly more male than female LDs.

Four variables were found to be strong predictors of pay for the LD job.* That is, when controlling for the effects of all other variables we measured, these variables strongly and significantly affect the pay of LDs. **Age** has the greatest impact on the pay of LDs. That is, older LDs tend to earn more money than younger LDs.

Previous congressional experience, **years in position**, and **education**, also affect pay in this job. In other words, LDs tend to earn more money the longer they have served in their position and the longer they have worked in Congress. In addition, an LD with a graduate degree tends to earn more than an LD with only a Bachelors Degree.

The other three variables analyzed -- gender, job match and Member's term -- did not prove to be strong predictors of pay for this job.

* Overall, our seven predictors of pay accounted for 38% of the variance in salaries for this job ($R = .62$, $F = 11.95$, $P < 0001$). Age, uniquely accounted for 7% of the variance while previous congressional experience, years in position, and education each uniquely accounted for 3% of the variance.

LEGISLATIVE ASSISTANT

Works under the direction of the Legislative Director or Administrative Assistant and is usually responsible for handling specific issues and answering the mail in those areas.

AVERAGE AGE: 26

AVERAGE YEARS IN POSITION:	1990	1987
	2.2	2.5

GENDER:	
Male	56.7%
Female	43.3%

AVERAGE YEARS IN CONGRESS: 3.3

EDUCATION:	
High school	0.2%
Some College	1.0%
Bachelor Degree	78.6%
Masters Degree	13.3%
Law Degree	5.9%
Doctorate Degree	1.0%
Unknown	0.0%

RACE:	
Black	5.6%
White	91.2%
Hispanic	2.0%
Other	1.2%

SALARIES BY PERCENTILES

		90% - $36,260
		80% - $31,400
AVERAGE SALARY 1990:	$27,038	70% - $29,000
AVERAGE SALARY 1987:	$23,800	60% - $27,000
		50% - $25,000
PERCENTAGE INCREASE:	13.6%	
		40% - $24,000
AVERAGE ANNUAL INCREASE:	4.5%	30% - $23,000
		20% - $21,484
		10% - $19,500

Using percentiles. 60% of all LAs earn within the range of the 20th and 80th percentiles or between $21,484 and $31,400. An LA making $24,000 is at the 40th percentile. That is, this staffer earns more than 40% of all LAs.

(number of cases = 510)

LEGISLATIVE ASSISTANT

Of the Washington staff, Legislative Assistants (LAs) constitute 17% of the population, making them the largest job group. Overall, LAs are the second largest staff group in House offices, second only to District Caseworkers (20%). House offices have on average 2.4 LAs per office.

LAs have experienced a 12% average decline in job tenure since 1987.

This is a well educated group with 99% having at least a Bachelor Degree. Of all positions, LAs have the largest percentage of people with a minimum of a Bachelor Degree. In addition, 20% of LAs have graduate degrees.

Interestingly, the ratio of male to female for LAs is identical to male/female ratio for LDs.

Four variables were found to be strong predictors of pay for the LA job.* That is, when controlling for the effects of all other variables we measured, these four strongly and significantly affect the pay of LAs. **Age** and **years in position** have the greatest impact on the pay of LAs. That is, when holding constant all other variables we measured, older LAs tend to earn more money than younger LAs. LAs also tend to earn more money for each additional year they have served in their present job.

Education also affects pay. LAs with graduate degrees tend to earn significantly more money than LAs with only Bachelor Degrees. Finally, LAs tend to earn more money for each **previous year of experience** they have served in Congress prior to beginning their present job.

The other three variables analyzed -- gender, job match, and Member's term -- did not prove to be strong predictors of pay for this job.

* Overall, our seven predictors of pay accounted for 52% of the variance in salaries for this job ($R = .72$. $F = 77.13$, $P < .0001$). Age, years in position and education each uniquely accounted for 6%, 5% and 3 % respectively.

LEGISLATIVE CORRESPONDENT / RESEARCH ASSISTANT

Responsible for answering legislative correspondence from constituents. Provides legislative research support for office.

AVERAGE AGE: 24

AVERAGE YEARS IN POSITION:	1990	1987
	1.6	1.5

AVERAGE YEARS IN CONGRESS: 2.4

GENDER:	
Male	50.0%
Female	50.0%

EDUCATION:	
High School	1.8%
Some College	3.7%
Bachelor Degree	90.8%
Masters Degree	2.8%
Law Degree	0.0%
Doctorate Degree	0.9%
Unknown	0.0%

RACE:	
Black	9.4%
White	82.1%
Hispanic	5.7%
Other	2.8%

		SALARIES BY PERCENTILES
		90% - $25,000
		80% - $22,000
AVERAGE SALARY 1990:	$19,765	70% - $20,000
AVERAGE SALARY 1987:	$18,250	60% - $19,500*
		50% - $19,000
PERCENTAGE INCREASE:	8.3%	
		40% - $18,000
AVERAGE ANNUAL INCREASE:	2.8%	30% - $17,500*
		20% - $17,000
		10% - $15,000

Using percentiles. 60% of all LCs earn within the range of the 20th and 80th percentiles or between $17,000 and $22,000. An LC making $18,000 is at the 40th percentile. That is, this staffer earns more than 40% of all LCs.

(number of cases 109) * interpolated statistic

LEGISLATIVE CORRESPONDENT / RESEARCH ASSISTANT

This year CMF combined these two jobs because in our 1987 report we received only 15 cases of Research Assistants. For purposes of comparison, we have used this combined 1990 position with the 1987 salary data for LCs. Overall, the percentage of offices reporting an LC on staff has remained relatively constant since 1987.

This position has one of the shortest tenures (1.6 yrs.), second only to Receptionist (1.5 yrs.). However the LC job is the only job in the Washington office that did not experience a decline in tenure over the past three years!

It is the most evenly split by gender (50% male and 50% female).

The LC/RA job is the second lowest paid position in the Washington office; only Receptionists earn less. In addition, they received the second lowest salary increase since 1987 (2.8% per year).

Two variables were found to be strong predictors of pay for the LC job.* That is, when controlling for the effect of all other variables we measured, these two variables strongly and significantly affect the pay of LCs. **Years in position** clearly has the greatest impact on LCs' pay. That is, LCs tend to earn more money for each additional year they have served in their present job.

Age also has a strong impact on pay. That is, when holding all other measured variables constant, older LCs tend to make more money than younger LCs.

The other five variables -- gender, previous congressional experience, education, job match, and Member's term -- did not prove to be strong predictors of pay for this job.

* Overall, our seven predictors of pay accounted for 65% of the variance in salaries for this job ($R = .65$, $F = 26.82$, $P < .0001$). Years in position accounted for 15% of the variance, while age accounted for 4% of the variance.

PRESS SECRETARY / COMMUNICATIONS DIRECTOR

A Member's publicity director who is responsible for "getting the word out" on Member activities via press releases, radio & T.V. spots, newsletters, newspaper columns, speeches, schedule announcements, etc.

AVERAGE AGE: 29.5

AVERAGE YEARS IN POSITION:	1990	1987
	2.4	2.8

GENDER:	
Male	63.7%
Female	36.3%

AVERAGE YEARS IN CONGRESS: 3.5

EDUCATION:	
High School	1.3%
Some College	1.9%
Bachelor Degree	81.1%
Masters Degree	11.9%
Law Degree	2.5%
Doctorate Degree	1.3%
Unknown	0.0%

RACE:	
Black	1.3%
White	98.1%
Hispanic	0.6%
Other	0.0%

SALARIES BY PERCENTILES

		90% - $47,500
		80% - $40,000
AVERAGE SALARY 1990:	$34,455	70% - $36,100
AVERAGE SALARY 1987:	$29,000	60% - $34,500
		50% - $32,000
PERCENTAGE INCREASE:	18.8%	
		40% - $30,000
AVERAGE ANNUAL INCREASE:	6.3%	30% - $29,000
		20% - $28,000
		10% - $25,700

Using percentiles. 60% of all Press Secretaries earn within the range of the 20th and 80th percentiles or between $28,000 and $40,000. A Press Secretary making $30,000 is at the 40th percentile. That is, this staffer earns more than 40% of all Press Secretaries.

(number of cases = 158)

PRESS SECRETARY / COMMUNICATIONS DIRECTOR

Press Secretaries received the highest percentage increase of all House positions -- an average three year increase of 18.8% or 6.3% per year.

Interestingly, even though Press Secretaries received larger percentage salary increases than any other House staffer, their job tenure still declined 14.3% since 1987.

75% of the offices responding reported employing a Press Secretary.

Approximately two-thirds of the House Press Secretaries are male while only 2% are minorities.

Two variables were found to be strong predictors of pay for the Press Secretary job.* That is, when controlling for the effects of all other variables we measured, these two strongly and significantly affect the pay of Press Secretaries. **Age** and **years in position** have the greatest impact on the pay of Press Secretaries. That is, when holding constant all other variables we measured, older Press Secretaries tend to make more money than younger Press Secretaries. In addition, Press Secretaries tend to earn more money for each additional year they have served in their present job.

Gender and **education** also affect pay in this job. In other words, male Press Secretaries tend to earn more than female Press Secretaries while Press Secretaries with graduate degrees tend to earn more than their counterparts with only Bachelors Degrees.

The other three variables -- previous congressional experience, job match, and Member's term -- did not prove to be strong predictors of pay for this job.

* Overall, our seven predictors of pay accounted for 40% of the variance in salaries for this job ($R = .63$, $F = 14.39$, $P < .0001$). Both age and years in position uniquely accounted for 9% of the variance, gender is 3% and education is 2%.

EXECUTIVE ASSISTANT / SCHEDULER

Handles the individual needs of Member including scheduling, correspondence, travel arrangements, and bookkeeping.

AVERAGE AGE: 36

AVERAGE YEARS IN POSITION:	1990	1987
	4.1	4.9
AVERAGE YEARS IN CONGRESS:	7.8	84

GENDER:	
Male	6.4%
Female	93.6%

EDUCATION:	
High school	8.1%
Some College	24.3%
Bachelor Degree	64.7%
Masters Degree	2.3%
Law Degree	0.0%
Doctorate Degree	0.6%
Unknown	0.0%

RACE:	
Black	11.0%
White	84.9%
Hispanic	2.3%
Other	1.8%

SALARIES BY PERCENTILES

90% - $45,000

80% - $40,000

AVERAGE SALARY 1990: $32,420

70% - $36,000

60% - $34,000

50% - $31,700

40% - $30,000

30% - $26,800

20% - $25,000

10% - $21,000

Using percentiles. 60% of all Executive Assistants earn within the range of the 20th and 80th percentiles or between $25,000 and $40,000. An Executive Assistant making $30,000 is at the 40th percentile. That is, this staffer earns more than 40% of all Executive Assistants.

(number of cases = 174)

EXECUTIVE ASSISTANT / SCHEDULER

The 1987 CMF Salary Survey presented Executive Assistant / Scheduler as two separate positions. Due to the overlapping of duties, these positions were combined in the 1990 survey. Consequently, comparisons of the Executive Assistant / Scheduler position cannot be made for 1987.

Tenure in position has declined 16% since 1987, but this position has the third highest overall tenure in Congress (7.8 yrs.), following AAs (9.5 yrs.) and Washington Caseworkers (8.3 yrs.).

This is a predominantly female position: 94% female and 6% male.

The majority of Executive Assistants/Schedulers (68%) reported having a Bachelor's Degree while 32% did not.

Four variables were found to be strong predictors of pay for the Executive Assistant/Scheduler job.* That is, when controlling for the effects of all other variables, these variables strongly and significantly affect the pay for this job. **Years in position** has the greatest impact on the pay of Executive Assistants/Schedulers. That is, these staffers tend to earn more money for each additional year they have served in their present job.

Previous congressional experience, **age**, and **job match** or level of responsibility also affect pay in this job. In other words, Executive Assistants tend to earn more money the longer they have served in Congress. Furthermore, when holding constant all other variables we measured, older Schedulers earn more than younger Schedulers. Finally, Executive Assistant/Schedulers who have substantially more responsibility than those outlined in the survey tend to earn more than their counterparts who have less or the same responsibilities listed.

The other three variables -- education, gender and Member's term -- did not prove to be significant predictors of pay for this job.

* Overall, our seven predictors of pay accounted for 56% of the variance in salaries for this job ($R = .75$, $F = 30.17$, $P < .0001$). Previous congressional experience, years in position, strength of job match, and age uniquely accounted for 7%, 6%, 5%, and 4% respectively.

OFFICE MANAGER

Nuts and bolts office administration which may include monitoring mail flow, office accounts, personnel administration, equipment, furniture, supplies, and the filing system.

AVERAGE AGE: 36

AVERAGE YEARS IN POSITION:	1990	1987
	4.1	4.9

AVERAGE YEARS IN CONGRESS: 7.7

GENDER:	
Male	8.8%
Female	91.2%

EDUCATION:	
High school	2.9%
Some College	17.4%
Bachelor Degree	73.9%
Masters Degree	5.8%
Law Degree	0.0%
Doctorate Degree	0.0%
Unknown	0.0%

RACE:	
Black	16.4%
White	79.1%
Hispanic	4.5%
Other	0.0%

SALARIES BY PERCENTILES

	90% - $41,600
	80% - $36,000
AVERAGE SALARY 1990:	$29,950
	70% - $34,600
AVERAGE SALARY 1987:	$25,900
	60% - $32,000
	50% - $29,000
PERCENTAGE INCREASE:	15.6%
	40% - $26,500
AVERAGE ANNUAL INCREASE:	5.2%
	30% - $25,000
	20% - $22,100
	10% - $18,750

Using percentiles. 60% of all Office Managers earn within the range of the 20th and 80th percentiles or between $22,100 and $36,000. An Office Manager making $26,500 is at the 40th percentile. That is, this staffer earns more than 40% of all Office Managers.

(number of cases = 69)

OFFICE MANAGER

Only one-third of the offices reported employing an Office Manager in 1990 approximately the same percentage of Office Managers employed in 1987.

Office Managers have experienced a 16% decline of tenure in position since 1987. Although they have limited job tenure, Office Managers have almost twice as much overall congressional experience than they do years in position.

Office Managers are the second oldest group of Washington staff, with an average age of 36, (Executive Assistants/Schedulers are also 36 years old on average). Only AAs (38 yrs.) are older.

Most Office Managers have a Bachelor's Degree (80%).

Two variables were found to be strong predictors of pay for the Office Manager job.* That is, when controlling for the effects of all other variables, these two strongly and significantly affect the pay of Office Managers. **Years in position** clearly has the greatest impact on pay. That is, Office Managers tend to earn more money for each additional year they have served in their present position.

Strength of job match or level of responsibility also impacts pay. In other words, those Office Managers who have more responsibilities than those outlined on the job description in our survey, tend to earn more than Office Managers who have less or the same responsibilities listed.

The other five variables analyzed -- education, gender, age, previous congressional experience, and Member's term -- did not prove to be significant predictors of pay for this job.

* Overall, our seven predictors of pay accounted for 54% of the variance in salaries for this job ($R = .73$, $F = 10.16$, $P < .0001$). Years in position accounted for 15% and strength of job match for 5 % of the variance.

RECEPTIONIST

Front desk assignment; answers phones and greets visitors. Performs wide variety of tasks with emphasis on constituent tours, general requests, opening and routing of mail, and some word processing.

AVERAGE AGE: 23

AVERAGE YEARS IN POSITION:	1990	1987
	1.5	1.7

AVERAGE YEARS IN CONGRESS: 1.9

GENDER:	
Male:	14.2%
Female:	85.8%

EDUCATION:	
High school	4.1%
Some College	13.6%
Bachelor Degree	81.7%
Masters Degree	0.0%
Law Degree	0.0%
Doctorate Degree	0.6%
Unknown	0.0%

RACE:	
Black	12.0%
White	85.6%
Hispanic	2.4%
Other	0.0%

SALARIES BY PERCENTILES

		90% - $23,600
		80% - $20,000
AVERAGE SALARY 1990:	$18,932	70% - $19,000
AVERAGE SALARY 1987:	$16,000	60% - $18,600
		50% - $18,000
PERCENTAGE INCREASE:	18.3%	
		40% - $17,650*
AVERAGE ANNUAL INCREASE:	6.1%	30% - $17,300
		20% - $16,500
		10% - $15,000

Using percentiles. 60% of all Receptionists earn within the range of the 20th and 80th percentiles or between $16,500 and $20,000. A Receptionist making $17,650 is at the 40th percentile. That is, this staffer earns more than 40% of all Receptionists.

(number of cases = 170) *interpolated statistic

RECEPTIONIST

Receptionists received the second largest salary increase (18%) among House staff (tied with District Directors), second only to Press Secretary (19%).

Receptionists have the shortest job tenure of any House office position (1.5 years). They also have the shortest average tenure in Congress (1.9 years).

Tenure in this position has declined by 12% since 1987.

Most Receptionists have a Bachelor's Degree (82%), and the job is primarily held by females (86%).

Three variables were found to be strong predictors of pay for the Receptionist job.* That is, when controlling for the effects of all other variables, these three strongly and significantly affect the pay of Receptionists. **Years in position** has the greatest impact on the pay of Receptionists. That is, Receptionists tend to earn more money for each additional year they have served in their present job.

Previous congressional experience and **strength of job match** or level of responsibility also affect pay for this position. In other words, Receptionists tend to earn more money the longer they have worked in Congress. In addition, those Receptionists who have substantially more duties than those outlined on our survey tend to earn more money than Receptionists who have less or the same responsibilities listed.

The other four variables analyzed -- gender, age, education, and Member's term -- did not prove to be significant predictors of pay for this job.

* Overall, our seven predictors of pay accounted for 58% of the variance in salaries for this job ($R = .76$, $F = 32.36$, $P < .0001$). Years in position, previous congressional experience and strength of job match each uniquely accounted for 14%, 5%, and 3%, respectfully.

SYSTEMS MANAGER / MAIL MANAGER

Manages all hardware and software systems used by the office. Serves as liaison with vendors and is responsible for any in-house training. Often is also responsible for all administrative aspects of correspondence management system and other administrative systems.

AVERAGE AGE: 27

AVERAGE YEARS IN POSITION:	1990	1987
	3.0	3.1

AVERAGE YEARS IN CONGRESS: 5.5

GENDER:	
Male	37.3%
Female	62.7%

EDUCATION:	
High school	16.9%
Some College	21.7%
Bachelor Degree	60.2%
Masters Degree	1.2%
Law Degree	0.0%
Doctorate Degree	0.0%
Unknown	0.0%

RACE:	
Black	13.3%
White	85.5%
Hispanic	1.2%
Other	0.0%

		SALARIES BY PERCENTILES
		90% - $31,000
		80% - $29,000
AVERAGE SALARY 1990:	$23,799	70% - $26,936
AVERAGE SALARY 1987:	$20,800	60% - $25,000
		50% - $22,500
PERCENTAGE INCREASE:	14.4%	
		40% - $21,000
AVERAGE ANNUAL INCREASE:	4.8%	30% - $20,000
		20% - $19,000
		10% - $18,000

Using percentiles. 60% of all Systems Managers earn within the range of the 20th and 80th percentiles or between $19,000 and $29,000. A Systems Manager making $21,000 is at the 40th percentile. That is, this staffer earns more than 40% of all Systems Managers.

(number of cases = 83)

SYSTEMS MANAGER / MAIL MANAGER

Only 39% of the offices reported a Systems Manager or Mail Manager on staff in contrast to 49% in 1987. This suggests that this position is declining in prevalence amongst House offices.

Systems Managers / Mail Managers were one of the few Washington office positions that did not experience substantial change in tenure since 1987, (only a 3% decline).

Systems Managers/Mail Managers are primarily women (63%), with Bachelor's Degrees (62%). Approximately, 15% of the staff in this position are minority members.

Two variables were found to be strong predictors of pay for the Systems Manager/Mail Manager job.* That is, when controlling for the effects of all other variables, these two strongly and significantly affect the pay for this job. **Years in position** clearly has the greatest impact on the pay in this job. That is, Systems Managers tend to earn more money for each additional year they have served in their present job.

Interestingly, **educational achievement** is negatively correlated with pay. In other words, Systems Managers/Mail Managers who have Bachelors' Degrees tend to earn less money than their counterparts who do not have college degrees.

The other five variables analyzed -- gender, age, previous congressional experience, job match, and Member's term -- did not prove to be strong predictors of pay for this job.

* Overall, our seven predictors of pay accounted for 55% of the variance in salaries for this job ($R = .74$, $F = 13.26$, $P < .0001$). Years in position and education each uniquely accounted for 9% and 3%, respectively.

COMPUTER OPERATOR

Sees that all personalized "form letter" responses get out the door. Responsible for coordinating the input and output of names, codes, paragraphs and "robo" letters.

AVERAGE AGE: 27

AVERAGE YEARS IN POSITION:	1990	1987
	2.8	3.2

AVERAGE YEARS IN CONGRESS: 4.9

GENDER:	
Male	34.2%
Female	65.8%

EDUCATION:	
High school	7.9%
Some College	23.7%
Bachelor Degree	65.8%
Masters Degree	2.6%
Law Degree	0.0%
Doctorate Degree	0.0%
Unknown	0.0%

RACE:	
Black	28.9%
White	68.5%
Hispanic	0.0%
Other	2.6%

AVERAGE SALARY 1990:	$20,816
AVERAGE SALARY 1987:	$19,400
PERCENTAGE INCREASE:	7.3%
AVERAGE ANNUAL INCREASE:	2.4%

SALARIES BY PERCENTILES

90% - $27,972

80% - $26,000

70% - $24,000

60% - $21,500

50% - $20,000

40% - $19,000

30% - $18,000

20% - $17,000

10% - $14,000

Using percentiles. 60% of all Computer Operators earn within the range of the 20th and 80th percentiles or between $17,000 and $26,000. A Computer Operator making $19,000 is at the 40th percentile. That is, this staffer earns more than 40% of all Computer Operators.

(number of cases = 38)

COMPUTER OPERATOR

Computer Operators have experienced a 13% decline of tenure in position since 1987. A likely contributor to this decline in tenure is the decrease in the number of offices employing Computer Operators. In 1987, 27% of the offices employed a Computer Operator as compared to only 18% in 1990.

Of all staff, Computer Operators have experienced the smallest percentage increase in salary since 1987 (7.3%).

The Computer Operator position maintains the highest overall percentage of minorities of all House personal staff jobs (32%).

Three variables were found to be strong predictors of pay for the Computer Operator job.* That is, when controlling for the effects of all other variables, these three strongly and significantly affect the pay of Computer Operators. **Years in position** and **strength of job match** or level of responsibility clearly have the greatest impact on pay for this job. In other words, Computer Operators tend to earn more money for each additional year they have served in their present job. In addition, those Computer Operators who have substantially more duties than those outlined in our survey tend to earn significantly more money than Computer Operators who have substantially less or the same responsibilities listed.

Previous congressional experience also affects pay. That is, Computer Operators tend to earn more money for each additional year they have worked in Congress prior to beginning their present job.

The other four variables analyzed -- gender, age, education, and Member's term -- did not prove to be strong predictors of pay for this job.

* Overall, our seven predictors of pay accounted for 57% of the variance in salaries for this job ($R = .75$, $F = 5.6$, $P < .0005$). Years in position, strength of job match and previous congressional experience uniquely accounted for 14%, 13%, and 8%, respectively.

WASHINGTON CASEWORKER

Handles constituent casework: Initial problem identification, contacts with agencies, follow-up letters and case resolution.

AVERAGE AGE: 36

AVERAGE YEARS IN POSITION:	1990	1987
	4.7	5.1

AVERAGE YEARS IN CONGRESS: 8.3

GENDER:	
Male	24.1%
Female	75.9%

EDUCATION:	
High school	6.9%
Some College	20.7%
Bachelor Degree	69.0%
Masters Degree	0.0%
Law Degree	0.0%
Doctorate Degree	0.0%
Unknown	3.4%

RACE:	
Black	13.8%
White	82.8%
Hispanic	3.4%
Other	0.0%

		SALARIES BY PERCENTILES
		90% - $40,000
		80% - $37,000
AVERAGE SALARY 1990:	$28,509	70% - $34,000
AVERAGE SALARY 1987:	$24,700	60% - $30,000
		50% - $29,000
PERCENTAGE INCREASE:	15.4%	
		40% - $26,000
AVERAGE ANNUAL INCREASE:	5.1%	30% - $21,000
		20% - $20,700
		10% - $19,684

Using percentiles. 60% of all Caseworkers earn within the range of the 20th and 80th percentiles or between $20,700 and $37,000. A Caseworker making $26,000 is at the 40th percentile. That is, this staffer earns more than 40% of all Washington Caseworkers.

(number of cases = 29)

WASHINGTON CASEWORKER

Only 5% of all House caseworkers are located in Washington; 95% work in district offices. There is a decrease from 1987 when 10% of the Caseworkers worked in Washington. Overall, 14% of the offices employ a Washington Caseworker.

Amongst Washington staff these caseworkers maintain the longest tenure in position (4.7 yrs.), greater than AAs (4.5 yrs.) and second only to District Directors (5.5 yrs.). Even this position, however, has experienced a decline in average tenure since 1987 of 8%.

Washington Caseworkers are among the oldest staff in Washington, only AAs (38 yrs.) are older.

Years in Position was found to be the only strong predictor of pay for the Washington based Caseworkers.* That is, when controlling for the effects of all other variables, only years in position strongly and significantly affected the pay of Washington Caseworkers. That is, Washington Caseworkers tend to earn significantly more money for each additional year they have served in their present job.

The other six variables analyzed -- gender, age, previous congressional experience, education, job match, and Member's term -- did not prove to be strong predictors of pay for this job.

* Overall, our seven predictors of pay accounted for 63% of the variance in salaries for this job ($R = .80$, $F = 5.17$, $P < .005$). Years in position uniquely accounted for 19% of the variance.

DISTRICT DIRECTOR

In charge of all district offices. Directs overall district office operation and work flow. Represents the Member at district meetings and events.

AVERAGE AGE: 44

AVERAGE YEARS IN POSITION:	1990	1987
	5.5	5.3

AVERAGE YEARS IN CONGRESS: 7.5

GENDER:	
Male	47.3%
Female	52.7%

EDUCATION:	
High school	8.7%
Some College	16.8%
Bachelor Degree	56.0%
Masters Degree	10.3%
Law Degree	4.3%
Doctorate Degree	0.5%
Unknown	3.4%

RACE:	
Black	4.9%
White	90.8%
Hispanic	2.7%
Other	1.6%

SALARIES BY PERCENTILES

	90% - $58,000
	80% - $51,000
AVERAGE SALARY 1990:	$42,126
AVERAGE SALARY 1987:	$35,600
	60% - $44,000
	50% - $41,000
PERCENTAGE INCREASE:	18.3%
	40% - $37,000
AVERAGE ANNUAL INCREASE:	6.1%
	30% - $35,000
	20% - $32,000
	10% - $27,900

Using percentiles. 60% of all District Directors earn within the range of the 20th and 80th percentiles or between $32,000 and $51,000. A District Director making $37,000 is at the 40th percentile. That is, this staffer earns more than 40% of all District Directors.

(number of cases = 190)

DISTRICT DIRECTOR

90% of all offices employ a District Director.

District Directors maintain the longest job tenure amongst all House staff (5.5 yrs.). (Washington Caseworkers are second, with 4.7 yrs. followed by AAs 4.5 yrs.) District Directors experienced a marginal increase in job tenure since 1987.

They are the oldest among all staff: with an average age of 44 years old. They are almost 9 years older than the average House staffer.

District Directors are the second highest paid of all House staff with an average salary of $42,126. (AAs are the highest paid at an average of $62,975.) They have received on average an 18% salary increase over the past three years. It is the second greatest increase following Press Secretaries (19%) and equal to Receptionists.

Educational achievement is not as strong a requirement for District Directors as it is for a number of Washington positions. 71% of District Directors have college degrees while 26% do not.

There is a fairly even split between the number of male and female District Directors.

Three variables proved to be strong predictors of pay for the District Director job.* That is, when controlling for the effect of all other variables, these three strongly and significantly affect the pay of District Directors. **Gender**, **years in position**, and the **strength of job match** or level of responsibility all have relatively equal impacts on the pay of District Directors. That is, male DDs tend to earn more than female DDs when controlling for the other variables we measured. In addition, DDs tend to earn more money for each additional year they have served in their present job. Finally, District Directors who have substantially more duties than outlined in the survey tend to earn more money than DDs who have substantially less or the same responsibilities listed.

The other four variables analyzed -- age, previous congressional experience, education, race and Member's term -- did not prove to be strong predictors of pay for this job.

* Overall, our seven predictors of pay accounted for 27% of the variance in salaries for this job ($R = .53$, $F = 9.93$, $P < .0001$). Gender, years in position and strength of job match each uniquely accounted for 6%, 5% and 5% of the variance respectively.

DISTRICT AIDE / FIELD REPRESENTATIVE

District work under the direction of the District Director. Responsible for representing the Member at District meetings and events. Helps shape Member's district schedule and often accompanies Member to district events.

AVERAGE AGE: 39

AVERAGE YEARS IN POSITION:	1990	1987
	4.5	3.9

AVERAGE YEARS IN CONGRESS: 4.7

GENDER:	
Male	54.7%
Female	45.3%

EDUCATION:	
High school	5.9%
Some College	22.0%
Bachelor Degree	61.5%
Masters Degree	5.4%
Law Degree	1.0%
Doctorate Degree	1.5%
Unknown	2.7%

RACE:	
Black	10.0%
White	86.5%
Hispanic	3.5%
Other	0.0%

		SALARIES BY PERCENTILES
		90% - $36,693
		80% - $33,000
AVERAGE SALARY 1990:	$26,865	70% - $30,000
AVERAGE SALARY 1987:	$22,800	60% - $28,000
		50% - $25,900
PERCENTAGE INCREASE:	17.8%	
		40% - $24,480
AVERAGE ANNUAL INCREASE:	5.9%	30% - $22,660
		20% - $21,000
		10% - $19,000

Using percentiles. 60% of all District Aides earn within the range of the 20th and 80th percentiles or between $21,000 and $33,000. A District Aide making $24,480 is at the 40th percentile. That is, this staffer earns more than 40% of all District Aides.

(number of cases = 208)

DISTRICT AIDE / FIELD REPRESENTATIVE

The District Aide / Field Representative position experienced a 15% increase in tenure since 1987. This is the highest overall increase amongst all staff!

The number of offices reporting a District Aide/Field Representative has declined slightly over the past three years (1.0 vs. 1.1 per office).

This position has experienced the second largest salary increase of all positions (18%) over the past three years (tied with District Director and Receptionist).

Of District Aide/Field Representatives, 69% have college degrees while 28% do not.

Years in Position was the only variable that proved to be a strong predictor of pay for the District Aide/Field Representative job.* That is, when controlling for the effects of all other variables, only this variable strongly and significantly affected the pay of District Aides/Field Representatives in a statistically significant manner. In other words, District Aides tend to earn more money for each additional year they have served in their present job.

The six other variables analyzed -- gender, age, previous congressional experience, education, job match, and Member's term -- did not prove to be strong predictors of pay for this job.

* Overall, our seven predictors of pay accounted for 23% of the variance in salaries for this job ($R = .48$, $F = 8.5$, $P < .0001$). Years in position uniquely accounted for 13% of the variance.

DISTRICT CASEWORKER

Handles constituent casework: Initial problem identification, contacts with agencies, follow-up letters and case resolution. Same as Washington Caseworker except located in district.

AVERAGE AGE: 38

AVERAGE YEARS IN POSITION:	1990	1987
	4.1	4.0

AVERAGE YEARS IN CONGRESS: 4.8

GENDER:	
Male	20.0%
Female	80.0%

EDUCATION:	
High school	16.1%
Some College	20.6%
Bachelor Degree	53.8%
Masters Degree	3.0%
Law Degree	0.7%
Doctorate Degree	0.3%
Unknown	5.5%

RACE:	
Black	13.1%
White	79.4%
Hispanic	6.6%
Other	0.9%

SALARIES BY PERCENTILES

	90% - $28,800
	80% - $25,000
AVERAGE SALARY 1990:	$21,513
AVERAGE SALARY 1987:	$19,400
	50% - $20,289
PERCENTAGE INCREASE:	10.9%
	40% - $19,500
AVERAGE ANNUAL INCREASE:	3.6%
	30% - $18,700
	20% - $17,500
	10% - $16,000

Using percentiles. 60% of all Caseworkers earn within the range of the 20th and 80th percentiles or between $17,500 and $25,000. A Caseworker making $19,500 is at the 40th percentile. That is, this staffer earns more than 40% of all District Caseworkers.

(number of cases = 611)

DISTRICT CASEWORKER

The Caseworker position constitutes the highest percentage of staffers (20%) in House offices followed by LAs (17%). Of all Caseworkers, 95% are located in the district.

The number of cases of office reporting District Caseworkers has increased since 1987. In 1987, House offices averaged 2.5 District Caseworkers per office while in 1990 the average increased to 2.9 per office.

District Caseworkers experienced a marginal increase in tenure in position since 1987.

District Caseworkers are the second oldest in the district (38), second only to District Director (39), and the same average age as AAs.

Three of every four District Caseworkers are female.

Three variables were found to be predictors of pay for the Caseworker (District) job.* That is, when controlling for the effects of all other variables, these three strongly and significantly affect the pay of District Caseworkers. **Years in position** has the greatest impact. That is, District Caseworkers tend to earn more money for each additional year they have worked in their present position.

Strength of job match or level of responsibility and **previous congressional experience** also strongly affect pay. In other words, those Caseworkers who have substantially more duties than those outlined in the survey tend to earn more money than Caseworkers who have less or the same responsibilities. In addition, Caseworkers tend to earn more money for each additional year they have served in Congress prior to beginning their present job.

The other four variables analyzed -- gender, age, education, and Member's term -- did not prove to be strong predictors of pay for this job.

* Overall, our seven predictors of pay accounted for 28% of the variance in salaries for this job ($R = .52$, $F = 32.75$, $P < .0001$). Years in position, strength of job match, and previous congressional experience uniquely accounted for 10%, 6%, and 4%, respectively.

DISTRICT OFFICE SECRETARY / CLERK

Handles clerical chores which may include typing, filing, proofreading.

AVERAGE AGE: 37.5

AVERAGE YEARS IN POSITION:	1990	1987
	3.8	3.4

AVERAGE YEARS IN CONGRESS: 4.0

GENDER:	
Male	2.5%
Female	97.5%

EDUCATION:	
High school	37.6%
Some College	24.8%
Bachelor Degree	30.8%
Masters Degree	0.0%
Law degree	0.0%
Doctorate Degree	0.0%
Unknown	6.8%

RACE:	
Black	17.2%
White	73.3%
Hispanic	7.8%
Other	1.7%

AVERAGE SALARY 1990:	$17,956
AVERAGE SALARY 1987:	$15,600
PERCENTAGE INCREASE:	15.1%
AVERAGE ANNUAL INCREASE:	5.0%

SALARIES BY PERCENTILES

90% - $25,000

80% - $21,500

70% - $20,000

60% - $18,500

50% - $17,250

40% - $16,500

30% - $15,000

20% - $14,500

10% - $13,468

Using percentiles. 60% of all Office Secretaries earn within the range of the 20th and 80th percentile or between $14,500 and $21,500. As a District Secretary making $16,500 is at the 40th percentile. That is, this staffer earns more than 40% of all District Secretaries.

(number of cases = 118)

DISTRICT OFFICE SECRETARY / CLERK

The District Office Secretary/Clerk is the lowest paid position of all House office staff (average salary of $17,956).

The Secretary/Clerk is the lowest paid position of all House office staff (average salary of $17,956).

Only 56% of the offices reported a District Secretary on staff in contrast to 74% in 1987.

Among the District staff, this position has the highest percentage of minorities (27%) and the highest percentage of women (98%).

Average tenure in position and average tenure in Congress is nearly the same (3.8 yrs. and 4.0 yrs, respectively), indicating that District Secretaries tend to have little previous congressional experience.

Two variables were found to be strong predictors of pay for the Secretary/Clerk (District) job.* That is, when controlling for the effects of all other variables, these two strongly and significantly affect the pay of District Secretary/Clerks. **Years in position** clearly has the greatest impact on the pay of District Secretaries/Clerks. That is, Secretaries tend to earn more money for each additional year they have served in their present job.

Strength of job match also affects pay for this job. That is, those Secretaries who have substantially more duties than outlined on our survey tend to make more money than Secretaries that have less than or the same responsibilities listed.

The other five variables analyzed -- gender, age, previous congressional experience, education, and Member's term -- did not prove to be strong predictors of pay for this job.

* Overall, our seven predictors of pay accounted for 29% of the variance in salaries for this job ($R = .54$, $F = 6.34$, $P < .0001$). Years in position and strength of job match uniquely accounted for 16% and 6%, respectively.

DISTRICT APPOINTMENTS SECRETARY / SCHEDULER

Scheduling the Member, making appointments and sifting through invitations.

AVERAGE AGE: 40

AVERAGE YEARS IN POSITION:

1990
4.2

AVERAGE YEARS IN CONGRESS: 4.7

GENDER:

Male	7.9%
Female	92.1%

EDUCATION:

High school	25.0%
Some College	21.9%
Bachelor Degree	48.4%
Masters Degree	0.0%
Law Degree	0.0%
Doctorate Degree	0.0%
Unknown	4.7%

RACE:

Black	9.5%
White	82.5%
Hispanic	3.2%
Other	4.8%

SALARIES BY PERCENTILES

90% - $31,500

80% - $27,200

AVERAGE SALARY 1990: $23,903

70% - $26,000

60% - $24,700

50% - $23,500

40% - $21,755

30% - $21,000

20% - $19,400

10% - $18,000

Using percentiles. 60% of all District Schedulers earn within the range of the 20th and 80th percentile or between $19,400 and $27,200. A District Scheduler making $21,755 is at the 40th percentile. That is, this staffer earns more than 40% of all District Schedulers

(number of cases = 64)

DISTRICT APPOINTMENTS SECRETARY / SCHEDULER

In the CMF 1987 salary survey the Appointments Secretary/Scheduler was presented as a Washington position. In the 1990 survey, this position was transferred into the District. Consequently, comparison of the position from 1987 to 1990 cannot be made.

The Appointments Secretary/Scheduler has the second largest percentage of women of district staff (92%), second only to Office Secretary/Clerk (98%).

18% of District Schedulers are minorities and approximately half have college degrees.

Two variables proved to be strong predictors of pay for this job.* That is, when controlling for the effects of all other variables, these two strongly and significantly affect the pay of district Appointment Secretary/Schedulers. **Age** has the greatest impact on the pay for this job. That is, when controlling for the effects of all other variables, older District Appointment Secretaries/Schedulers tend to make more money than younger persons in this position.

In addition, the **strength of job match** also impacts pay. In other words, those Appointment Secretary/Schedulers who have substantially more duties than those outlined on our survey tend to earn more money than the Schedulers who have less or the same responsibilities listed.

The other five variables -- education, gender, years in position, previous years in Congress, and Member's term -- did not prove to be strong predictors of pay for this job.

* Overall, our seven predictors of pay accounted for 28% of the variance in salaries for this job ($R = .53$, $F = 3.09$, $P < .01$). Years in position accounted for 9% of the variance and strength of job match for 6%.

POSITIONS NOT REPORTED

Several positions were not included in the "Individual Job Analysis" section. These omitted positions and the reasons they were omitted are provided below:

Assistant Press Secretary

In 1990, only five cases of the position were identified. Because a grouping of five cases is too small to conduct a valid statistical analysis, the position was excluded from our report.

Federal Grants Assistant/Projects Coordinator

The 1987 survey included the Federal Grants Assistant/ Projects Coordinator among the district staff. In 1987, 50 cases were reported and in 1990 only 29. The 1990 responses included this position as a member of the Washington staff. Because a group of 29 cases was too small to conduct a valid statistically analysis, the position was excluded from the report.

Mobile Office Operator

Only 20 cases of Mobil Office Operators were reported this year. Because of this small number of cases reported, we did not include this position in our analysis.

Conclusions

Across all 16 job positions, the variable which clearly has the strongest overall impact on staff salaries is **years in position**. This is not surprising. On-the-job experience is highly valued in Congress and, as we would expect, offices are willing to pay increasingly greater salaries to staff who stay in their positions longer and continue accruing expertise to do their jobs better. Similarly, **previous congressional experience** also strongly affects the pay of a number of staff but, overall, previous experience is not valued nearly as highly as experience in position by House offices.

Interestingly, **educational achievement** does not prove to be one of the stronger predictors of pay within jobs. For only three positions -- LD, LA, Press Secretary -- does education strongly and positively affect the pay of staff. (For Systems Manager/Computer Operator, education proved to be negatively correlated with pay. That is, staff in this position who have a higher level of education tend to receive lower salaries.)

Age proved to be a very strong predictor of pay for House staff. It strongly and significantly affects the salaries in 7 of 16 positions. This finding can be viewed in several ways. At first glance, it may appear that offices discriminate on the basis of age. That is, offices tend to pay older staff more money than younger staff even in cases where older staff have no more responsibilities (i.e. job match), educational training, experience in position, or experience in Congress. However, it is also possible that in our study, the age variable was reflecting other important and legitimate factors not measured in our study such as: previous experience prior to working in Congress, loyalty to the Member over a period of years, or greater maturity and better judgement. We leave it to the readers to draw their own conclusions on the meaning of this data.

The issues of **race** and **gender** are more clear cut. The variable of race did not have a statistically significant impact on the pay of House staff in any position. And for 13 of 16 positions, gender did not affect pay. But for three positions -- AA, District Director and Press Secretary -- gender clearly had a strong and significant impact on pay that cannot be explained by any other variables.

Strength of job match or level of staff responsibility proved to be a strong predictor of pay primarily for district office jobs and the more junior jobs in the Washington office. This data suggests that these jobs are less defined and that the levels of responsibility of, for example, District Caseworkers or Washington Receptionist vary considerably from office to office and even within the same office. In contrast, the more senior Washington jobs appear to be less variable in terms of duties. As a consequence, strength of job match does not play a significant role in the pay of these positions.

Finally, in this analysis of the variables that affect the pay of House staff, we found that the variables we studied explained a greater percentage of the variance for Washington staff than district staff. In other words, the factors that determine or affect pay seem to be more clear cut and measurable among Washington staff. District staff pay may be more strongly determined by difficult to measure variables -- such as staff performance or staff loyalty -- or other variables not included in our survey.

APPENDIX

Regions

South	Border	New England	Mid-Atlantic
Alabama	Kentucky	Connecticut	Delaware
Arkansas	Maryland	Maine	New Jersey
Florida	Missouri	Massachusetts	New York
Georgia	Oklahoma	New Hampshire	Pennsylvania
Louisiana	West Virginia	Rhode Island	
Mississippi	Vermont		
N. Carolina			
S. Carolina			
Tennessee			
Texas			
Virginia			

Midwest	Plains	Rocky Mountain	Pacific Coast
Illinois	Iowa	Arizona	Alaska
Indiana	Kansas	Colorado	California
Michigan	Minnesota	Idaho	Hawaii
Ohio	Nebraska	Montana	Oregon
Wisconsin	N. Dakota	Nevada	Washington
	S. Dakota	New Mexico	
		Utah	
		Wyoming	

JOB DESCRIPTION	STRENGTH OF JOB MATCH 1-Approximately the same duties 2-Substantially more duties 3-Substantially fewer	ANNUAL SALARY EXCLUDING BONUSES	NO. OF YEARS IN PRESENT POSITION (If less than one year, please indicate by marking <1)	NO. OF YEARS WORKING FOR CONGRESS (If less than one year, please indicate by marking <1)	AGE	EDUCATION 1-High School 2-Some College 3-Bachelors Degree 4-Masters Degree 5-Doctorate Degree (Ph.D.) 6-Law Degree (J.D.) 7-Don't Know	SEX 1-Male 2-Female	RACE 1-Black 2-White 3-Hispanic 4-Asian or Pacific Islander 5-Native American 6-Other
WASHINGTON POSITIONS								
1. Administrative Assistant - Top staff person responsible for overall office functions, supervision of staff and budget, advising Member on political matters.		$						
2. Legislative Director-Directs the legislative staff or serves as resource person for other LAs. Responsible for briefing Member on votes and hearings, preparing legislation, speeches, and Record statements, and supervising the answering of constituent mail.		$						
3. Legislative Assistant - Works under the direction of the Legislative Director or A.A. & is usually responsible for handling specific issues and answering the mail in those areas.		$ $ $ $						
4 LegislativeCorrespondent/Research Asst - Responsible for answering legislative correspondence from constituents. Provides legislative research support for office.		$ $						
5 Press Secretary /Communications Director - A Member's publicity director who is responsible for "getting the word out" on Member activities via press releases, radio & T.V. spots, newsletters, newspaper columns, speeches, schedule announcements, etc.		$						
6 Asst Press Secretary - Assist the press secretary in all aspects of the job.		$						

JOB DESCRIPTION	STRENGTH OF JOB MATCH 1-Approximately the same duties 2-Substantially more duties 3-Substantially fewer	ANNUAL 1990 SALARY EXCLUDING BONUSES	NO. OF YEARS IN PRESENT POSITION (If less than one year, please indicate by marking <1)	NO. OF YEARS WORKING FOR CONGRESS (If less than one year, please indicate by marking <1)	AGE	EDUCATION 1-High School 2-Some College 3-Bachelors Degree 4-Masters Degree 5-Doctorate Degree (Ph.D.) 6-Law Degree (J.D.) 7-Don't Know	SEX 1-Male 2-Female	RACE 1-Black 2-White 3-Hispanic 4-Asian or Pacific Islander 5-Native American 6-Other
7. Executive Assistant/Scheduler - Handles the individual needs of Member including scheduling, correspondence, travel arrangements and bookkeeping.		$						
8. Office Manager - Nuts & bolts office administration which may include monitoring mail flow, office accounts, personnel administration, equipment, furniture, supplies & the filing system.		$						
9. Receptionist - Front desk assignment - usually acts as chief visitor-greeter and phone-answerer. Performs a wide variety of tasks with emphasis on constituent tours, general requests, opening and routing mail, and some word processing.		$ $						
10. Systems Manager/Mail Manager -Manages all hardware & software systems used by office. Serves as liaison with vendors & House Information Systems & is responsible for any in-house training. Often is also responsible for all administrative aspects of the correspondence management system, and other administrative systems.		$						
11.Computer Operator - Sees that all personalized "form letter" responses get out the door. Responsible for coordinating the input and output of names, codes, paragraphs and "robo" letters.		$						

JOB DESCRIPTION	STRENGTH OF JOB MATCH 1-Approximately the same duties 2-Substantially more duties 3-Substantially fewer	ANNUAL 1990 SALARY EXCLUDING BONUSES	NO. OF YEARS IN PRESENT POSITION (If less than one year, please indicate by marking <1)	NO. OF YEARS WORKING FOR CONGRESS (If less than one year, please indicate by marking <1)	AGE	EDUCATION 1-High School 2-Some College 3-Bachelors Degree 4-Masters Degree 5-Doctorate Degree (Ph.D.) 6-Law Degree (J.D.) 7-Don't Know	SEX 1-Male 2-Female	RACE 1-Black 2-White 3-Hispanic 4-Asian or Pacific Islander 5-Native American 6-Other
12. Federal Grants Asst/Projects Coordinator - Responsible for obtaining funds. Assistance can include information on programs, deadlines, helpful agency officials, and general clarification of decisions.		$						
13. Caseworker (Washington) Handles constituent casework: initial problem identification, contacts with agencies, follow-up letters and case resolution.		$						
DISTRICT POSITIONS								
14. District Director - In charge of District offices. Directs overall District office operation and work flow. Represents the Member at District meetings and events.		$						
15. District Aide/Field Representative District work under the direction of the District Director. Responsible for representing the Member at District meetings and events. Helps shape Member's District schedule & often accompanies Member to District events.		$						
16. Mobile Office Operator - Holds office hours throughout District in van, trailer, etc. May perform casework solicited in this manner.		$						
17. Caseworker (District) - Same as above except located in district office(s).		$						

JOB DESCRIPTION	STRENGTH OF JOB MATCH 1-Approximately the same duties 2-Substantially more duties 3-Substantially fewer	ANNUAL 1990 SALARY EXCLUDING BONUSES	NO. OF YEARS IN PRESENT POSITION (If less than one year, please indicate by marking <1)	NO. OF YEARS WORKING FOR CONGRESS (If less than one year, please indicate by marking <1)	AGE	EDUCATION 1-High School 2-Some College 3-Bachelors Degree 4-Masters Degree 5-Doctorate Degree (Ph.D.) 6-Law Degree (J.D.) 7-Don't Know	SEX 1-Male 2-Female	RACE 1-Black 2-White 3-Hispanic 4-Asian or Pacific Islander 5-Native American 6-Other
18. Office Secretary/Clerk (District) - Handles clerical chores which may include typing, filing, proofreading.		$						
19. Appointments Secretary/Scheduler (District) - Scheduling the Member, making appointments and sifting through invitations.		$						
Is there any key staffer whose functions do not fit into any of the above job descriptions? If so, please note. Job Title: Key Functions:		$						

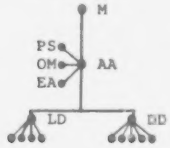
If any of your positions listed above (Washington or District) are part-time, please indicate the title(s) and the average number of hours worked per week.

Number of terms Member has served in Congress (including the present term):_____ Party:_____ State:_____ Number of District Offices:_____ The District is primarily: (circle applicable item)
1. Large Urban (over 500,000 pop.)
2. Small Urban (under 500,000 pop.)
3. Suburban
4. Rural
5. Mixed

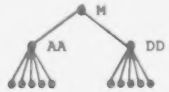
Please circle the organization chart which best represents the organizational structure of your office.

M =Member
AA=Administrative Asst
LD=Legislative Director
DD=District Director
PS=Press Secretary
OM=Office Manager
EA=Executive Assistant

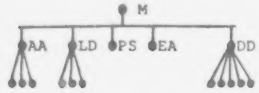
1. All Staff report to AA who reports to Member.



2. Staff report to AA & DD who report independently to Member.



3. Senior staff report independently to Member



4. All Staff report directly to Member.

5. If none of these charts approximates your office's structure, please draw your own.

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